



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1.08.2020 **Period start date** **To** 31.07.2021 **Period end date**

Charity name: Alleyn Court Educational Trust

Charity registration number: 02737124

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To promote and provide for the advancement of education and in connection therewith to conduct and carry on and acquire and develop a school to be known as Alleyn Court Preparatory School and any other boarding or day schools in the United Kingdom for the education of children of either sex or both sexes and to supply to the pupils general instruction of the highest standard, together with physical moral and spiritual training and further to provide bursary support allowing access to education.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Provision of education to a rising school role and the distribution of means tested bursaries to allow those without sufficient means to participate in the education.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had to regard to public benefit in allowing external community bodies to use to the school grounds and in providing a generous scholarship scheme.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Grants/ Bursaries are means tested and are assessed by an independent assessor.
	Para 1.38	We regret that, due to the coronavirus pandemic, we were not able to let others use the school grounds during this period. We hope to return to our earlier practise of

Policy on social investment including program related investment		offering sporting facilities as the pandemic ebbs.
Contribution made by volunteers	Para 1.38	Parents have volunteered to assist the school in a number of ways, in particular through the Forest School
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The school started the year with 282 children enrolled which is somewhat lower than the target of 300. By the end of the school year this had risen to 297. The lower roll is perceived to be a product of a demographic low that is affected all schools in the area.</p> <p>The school continued to operate under covid provisions with regular updates to practices and risk assessments.</p> <p>Outcomes for children on Bursaries;</p> <ul style="list-style-type: none"> One scholarship to CH (music) and one normal entry. The school also supported the CH admissions office access headteachers in Southend, and from there three other children from state schools in the Local Authority were admitted to CH. <p>The Trust continues to encourage the school to provide opportunities for children across Southend to gather for competitive sporting fixtures. These were well attended and highly valued by local state schools, their children and families. This was particularly important at a time many state schools were struggling with holding any competitive sports fixtures.</p> <p>After some consideration the trustees decided to withdraw the school from the TPS and offer an alternative pension scheme to teachers. The proposal led to an NEU ballot and industrial action. Notice was given that the school intended to leave the TPS and no teachers resigned as a result.</p>

		<p>The trustees were grateful to the hard work of the staff, especially the Senior Leadership Team whose exceptional effort meant that that the school performed well during a challenging year. The patience of the school team, the parents and pupils during the disruption meant that the school could remain open throughout.</p> <p>A process of curriculum development has begun with the implementation of a programme of pupil engagement in decision-making.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review – PREPARED BY NSO ASSOCIATES

Review of the charity's financial position at the end of the period	Para 1.21	At 31 July 2021: consolidated net assets £1,151,844 (2020 - £912,161); and cash at bank £867,440 (2020 - £611,175)
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We hold reserves to provide capital for the school.
Amount of reserves held	Para 1.22	At 31 July 2021: £1,151,844 (2020 - £912,161)
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The Trustees continually review the future financial position of the charity and school. They consider that the Reserves are sufficient to enable the school to continue providing teaching for the foreseeable future, and to refurbish the School premises to the level expected by prospective pupils and parents.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	The largest single expense remains the payroll and related costs. Close attention is given at trustee meetings to the student numbers and the fees anticipated in order to ensure that we remain solvent.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected by Trustee body

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>New trustees receive training organised by the school and in consultation with existing members of the trustee body. Recently the trustees have received training on the legal obligations of being a trustee from LMWB and the broader aspects of governance and compliance from AGBIS.</p> <p>The Trust owns the shares of the School Company of Alleyn Court School.</p> <p>The largest single expense is the payroll. Close attention is given at trustee meetings to the student numbers and the fees anticipated in order to ensure that we remain solvent.</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Alleyn Court Educational Trust
Other name the charity uses	

Registered charity number	02737124
Charity's principal address	Alleyn Court School Wakering Road Southend-on-Sea Essex SS3 0PW 01702 582553

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Judith Collis	Chair		
2	Christopher Mills			
3	John Wilcox			
4	Shameem Nabi			
5	George Wilcox			
6	Nieves Vara Gonzalez			
7	Richard Green			
8	Mark Albon			
9	Margaret Ridley		Until 9 June 2021	
10	Reim Rowe			
11	Sarah Drummond			
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	none
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Dr Judith Collis	
Position (eg Secretary, Chair, etc)	Chair of Trustees	
Date	01/03/2022	

ALLEYN COURT EDUCATIONAL TRUST

THP Chartered Accountants – Group Audit Findings Report

Audit for the period ended 31 July 2021



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1 Introduction

This report summarises the findings from the audit for the year ended 31 July 2021, which is now substantially complete. We would like to take this opportunity of thanking the Trustees and staff for the assistance and co-operation we have received during the course of our work.

This report is for your private use only. It has been prepared on the understanding that it will not be disclosed to any third party, or quoted to or referred to, without our prior written consent and we assume no responsibility to any other party.

Financial statements

The Trustees are responsible for the preparation of the Financial Statements on a going concern basis unless this basis is inappropriate. They are also responsible for ensuring that the Financial Statements give a true and fair view and that any disclosure on going concern is clear, balanced and appropriate.

Matters from our audit

In accordance with International Standards on Auditing (UK & Ireland) ("ISAs"), we are required to draw your attention to certain issues arising from our audit which we believe you should have in mind when considering whether to approve the final draft Financial Statements. The matters are set out in Sections 2, 3 and 4 of this report.

Our audit work included an examination of some of the transactions and procedures with a view to expressing an opinion on the Financial Statements for the year ended 31 July 2021. This work was not directed primarily towards discovering weaknesses other than those that would affect our audit opinion or towards the detection of fraud. We have included in this report only matters that have come to our attention as a result of our normal audit procedures and consequently our comments should not be regarded as a comprehensive record of all weaknesses that may exist or of all improvements that might be made.

Audit procedures

We refer to our engagement letter dated 15 January 2021 which sets out the terms of our audit appointment. There are no changes to the terms in that letter of which you should be aware.

Our audit procedures, which are designed primarily to enable us to form an opinion on your Financial Statements, were carried out in accordance with ISAs. Our work continues to combine substantive procedures involving direct verification of balances and transactions, including obtaining confirmations from third parties where we considered this to be necessary, with a review of certain of your financial systems and controls.

We refer to our letter of 9 February 2022 in which we set out our overall approach the audit. There are no additional matters to bring to your attention.

Independence

We refer to our letter of 9 February 2022 in which we set out the results of our review of our independence and objectivity as auditors in the light of Ethical Standards. We confirm that there have been no additional matters that might have an influence on our independence or objectivity.

Status of audit

Our audit fieldwork was completed in March 2022 and all of our audit queries are now resolved.

2 Findings from our audit

Opinion on the Financial Statements

Based on our audit work to date we expect to issue an unqualified audit opinion on the financial statements.

Please note that if additional relevant audit information is identified in the course of your consideration of the draft Financial Statements and representation letter, it may cause us to revise our audit opinion.

Significant audit issues, difficulties encountered and weaknesses in internal controls – The Management Letter

It is the responsibility of the Trustees to develop and implement systems of internal financial control and to put in place proper arrangements to monitor their adequacy and effectiveness in practice. Our responsibility as your auditor is to consider whether the Trustees have put adequate arrangements in place to satisfy themselves that the systems of internal financial control are both adequate and effective in practice.

Our work during the audit included an examination of some of the Group's transactions and key controls and procedures with a view to expressing an opinion on the Financial Statements for the year. This work was not directed primarily towards discovering weaknesses or towards the detection of fraud. We have only considered matters that have come to our attention as a result of our normal audit procedures, and consequently our comments should not be regarded as a comprehensive record of all weaknesses that may exist or of all improvements that might be made.

Quality of the Accounting Records

We are pleased to report to you that, other than matters listed below, we did not find significant issues with the quality and accuracy of the accounting records and controls.

This was driven by the strong controls and compliance procedures implemented by the management.

The following table sets out what, in our opinion, are certain deficiencies in your systems of internal control and, where relevant, our recommendations for improving the position. Where applicable, comments received from Management are included.

Issue and Risk	Management Response
<p>1. Fees received from a past student</p> <ul style="list-style-type: none"> During the previous year's audit we discovered that the school continued to receive £100 per month, total received £11,827 as at 31 July 2021, from a particular student reference RAGC01, although the pupil has long left the school. We will need to revisit this area when we audit the 2022 Financial Statements. 	<p>We are advised that both banks, Barclays and Lloyds are unable to cancel the Direct Debit and have advised to contact the customer. The school no longer holds a valid contact details of the parents. On 9 March 2022 a letter was sent to Lloyds bank to cancel the direct debit.</p>

Matters of governance interest

We did not identify any significant issues relating to the governance of the Group which we feel should be drawn to your attention in the context of the approval of the Financial Statements.

Other matters to be reported by exception

Under the Companies Act, we are required to report if we are not satisfied with the position in relation to:

- ☐ the adequacy of accounting records;
- ☐ the adequacy of returns received from branches not visited by us;
- ☐ whether the financial statements are in agreement with the accounting records and returns;
- ☐ whether certain disclosures of Trustees' remuneration specified by law have been made; and
- ☐ whether we have received all of the information and explanations we require for our audit.

We confirm that we are satisfied in these respects, and will confirm in our audit report that we have nothing to report in respect of these matters.

Going concern basis of accounting

The Financial Statements have been prepared on the going concern basis of accounting.

We are satisfied, on the basis of our review, that the going concern basis is appropriate.

Accounting policies

We are satisfied that the Financial Statements give a true and fair view on the basis of the accounting policies adopted.

Accounting estimates

We have reviewed the accounting estimates adopted by the Group.

More generally, we have reviewed the procedures and documentation maintained by Management when considering the accounting estimates within the Financial Statements.

We are satisfied that, in all material respects, the Financial Statements show a true and fair view with the existing estimates.

Related party transactions

We have identified few related party transactions that we believe require disclosure in the consolidated accounts. These have been confirmed separately with you in the letter of representation.

Fraud indicators

Management has confirmed to us that it is not aware of any significant incidences of fraud or suspected fraud during the year. We have not identified any reason to doubt that confirmation.

Compliance with laws and regulations

In our opinion, the areas of law and regulation which are relevant to the Financial Statements are as follows:

- ☐ Companies Act 2006
- ☐ FRS 102 (Charities SORP)
- ☐ Charities Act 2011
- ☐ Bribery Act 2010
- ☐ Employment law
- ☐ Data protection legislation and GDPR

Management has confirmed that it is not aware of any breaches. We did not identify any instances of non-compliance during the course of our audit work.

Other disclosures in the Financial Statements

We have reviewed the Financial Statements, and have formed the view that they comply with the requirements of the Charities Act, the Companies Act and relevant Accounting Standards.

Our review found no significant disclosure omissions in the Financial Statements.

3 Audit adjustments

ISAs require that we report to you all misstatements which we identified as a result of the audit process and which were not adjusted, unless those matters are clearly trivial in size or nature. We bring them to your attention to aid you in fulfilling your governance responsibilities.

There were no audit adjustments during the audit.

4 Unadjusted misstatements

There were no non-trivial adjustments during the audit.